



Agenda Item No. _____
File Code No.

CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: November 12, 2013

TO: Mayor and Councilmembers

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FROM: Chief's Staff, Police Department

SUBJECT: Appropriation Of Miscellaneous Grants Funds For Scheduling Software Upgrade

RECOMMENDATION: That Council:

- A. Increase appropriations and estimated revenues by \$20,000 in the Fiscal Year 2014 Police Department Miscellaneous Grants Fund for the purchase of an upgrade and service package for the InTime Scheduling software;
- B. Find it in the City's best interest to waive the bidding process as provided in Municipal Code 4.52.070(k) and authorize the General Services Manager to issue a purchase order in the amount of \$20,000 to InTime for a software upgrade and annual maintenance for the following four fiscal years, in accordance with approved budgets.

DISCUSSION:

The current Police Department scheduling system (InTime) was purchased in 1998 and is now 15 years old. The department has not purchased upgrades to the software since that time and the 1998 version no longer functions properly. Staff researched other available public safety scheduling software and conducted a site visit and determined that the new InTime software best meets the department's needs.

BUDGET/FINANCIAL INFORMATION:

There are funds available in the Miscellaneous Grants Fund Traffic Offender Program for the purchase of the upgrade and annual maintenance costs for the next four consecutive fiscal years.

The Traffic Offender Funds come from a fee paid by registered owners who retrieve impounded vehicles stemming from those driving motor vehicles with a suspended driving privilege or who did not possess a license to drive. The fee originated from an Office of Traffic Safety grant awarded in 1997 and that grant required the collection of a fee in order to maintain purchases of equipment and staffing following the sunset of the grant. The intent of the ongoing fees was to improve departmental efficiency and traffic

safety. The funds have been primarily used for overtime related to directed patrols, DUI checkpoints and saturation patrols, as well as equipment purchases.

The new scheduling software will create scheduling efficiencies department-wide by allowing the department to enter and track all of the shifts of various program personnel and reduce the amount of time spent by staff manually tracking this information. In an emergency, staff will also be able to enhance the ability to recall police personnel efficiently in a short period of time.

PREPARED BY: David Whitham, Captain

SUBMITTED BY: Camerino Sanchez, Chief

APPROVED BY: City Administrator's Office